



Construction Permit Application Water/Wastewater Facilities

BUREAU OF WATER

DRP SUBMITTAL: No ☐ Yes ☐ EXPEDITED REVIEW PROGRAM SUBMITTAL (ERP): No ☐ Yes ☐
SELECT ONE ☐ Water Facilities ☐ Wastewater Facilities ☐ Water & Wastewater Facilities

I. **Project Name:** _____ **County:** _____

II. **Project Location** (street names, etc.): _____

III. **Project Description(s):** *Water System:* _____

Wastewater System: _____

Project Type (A-Z): Water: ____ Wastewater: ____ (See instructions for the appropriate project code)

IV. **Initial Owner:** [Time of Application] Name/Organization: _____

Address: _____ City: _____ State: _____ Zip: _____ Phone #: ()

V. **Final Owner:** [After Construction] Name/Organization: _____

Address: _____ City: _____ State: _____ Zip: _____ Phone #: ()

VI. **Entity Responsible for Final Operation & Maintenance of System:**

Water System: Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone #: () Fax #: ()

Wastewater System: Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone #: () Fax #: ()

VII. **Engineering Firm:** Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone #: () Fax #: ()

VIII. **Is this project:** A) Part of a phased project? No ☐ Yes ☐. If Yes, Phase _____ of _____

B) A revision to a previously permitted project? No ☐ Yes ☐. If Yes, Permit # _____

Date Approved: _____ Project name (if different): _____

C) Submitted based on a Schedule of Compliance or Order issued by DHEC? No ☐ Yes ☐. Order # _____

D) Anticipating funding by the State Revolving Fund (SRF)? No ☐ Yes ☐.

E) Crossing a water body? (e.g., river, creek) No ☐ Yes ☐. If Yes, Name of water body _____

IX. **Are Standard Specifications approved by DHEC being used on this project?** No ☐ Yes ☐. If Yes:

Water: Date Approved: _____ Approved for whom: _____

Wastewater: Date Approved: _____ Approved for whom: _____

X. **Wastewater Systems:** A) Type: Domestic ☐ Process (*Industrial*) ☐ Combined (*Domestic & Process*) ☐

B) 1. Ave. daily design flow of project: _____ GPD 2. Treatment system design flow: _____ GPD

C) *Sewers or Pretreatment* 1. Name of facility (e.g., POTW) treating the wastewater: _____

2. NPDES/ND Number of facility in Item #1: _____

Treatment Systems 3. Date Preliminary Engineering Report (PER) approved: _____

4. NPDES/ND application submitted? No ☐ Yes ☐. If Yes, Date _____

Disposal Sites 5. Effluent Disposal Site (Description): _____

6. Sludge Disposal Site (Description): _____

XI. **Water Systems:** Project located within city limits? No ☐ Yes ☐.

Public water system providing water (Name & System ID No.): _____ No.: _____

New water system (including master meter)? No ☐ Yes ☐. If Yes, System name: _____

XII. Type of Submittal: Complete Section A (Standard) or Section B (Delegated Review Program - DRP).

A) Standard Submittal *must* include the following, where applicable:

- ☐ 1. A transmittal letter outlining the submittal package.
- ☐ 2. The **original** construction permit application, properly completed, with three (3) copies.
- ☐ 3. Three (3) sets of signed and sealed plans and specifications. Specifications may be omitted if approved standard specifications are on file with DHEC. Six (6) sets required for a combined submittal if a WWTF is included.
- ☐ 4. One (1) additional overall plan sheet showing the proposed and existing (only in the area of proposed construction) water and wastewater lines (highlighted for identification) and their sizes.
- ☐ 5. Three (3) sets of the appropriate design calculations. **WASTEWATER:** Design flow (based on R.61-67, Appendix A), pump station calc's. and pump curve. **WATER:** Recent flow test from a location near the tie-on site, design calc's. indicating pressure maintained in the distribution system during max. instantaneous demand, fire flow and flushing velocities achieved. Number/types of service connections, well record form, pumping test results, etc.
- ☐ 6. Three (3) copies of a detailed 8½" x 11" location map, separate from the plans.
- ☐ 7. Three (3) copies of construction easements unless the project owner has the right of eminent domain.
- ☐ 8. A letter(s) from the entity supplying water and/or providing wastewater treatment stating their willingness and ability to serve the project, including pretreatment permits, if applicable. The letter should include the specific flow and, when applicable, the specific number of lots being served.
- ☐ 9. A letter(s) from the entity agreeing to be responsible for the operation and maintenance (O&M) of the systems.
- ☐ 10. Application fee enclosed \$_____. (Refer to Instructions).
- ☐ 11. **WATER SYSTEMS:** a) A letter from the local government which has potable water planning authority over the area, if applicable, in which the project is located, stating project consistency with water supply service plan for area.
b) For wells, four (4) copies of a wellhead protection area inventory.
c) For new wells, a viability demonstration is required in accordance with Regulation 61-58.1.B.(4).

Note: Other approvals may include 208 and OCRM certification, and navigable waterway permitting.

B) DRP submittal (treatment plants are not covered) *must* include the following, where applicable:

- ☐ 1. A transmittal letter, signed by the professional engineer representing the DRP entity, noting this is a DRP submittal. The letter should state that the project has been reviewed and complies with R.61-58 and/or R.61-67.
- ☐ 2. The **original** construction permit application, properly completed, with two (2) copies.
- ☐ 3. Two (2) sets of the signed and sealed plans.
- ☐ 4. One (1) additional plan sheet with water and wastewater lines highlighted, as required under Sec. XII.A.4. above.
- ☐ 5. Two (2) sets of the appropriate design calculations. **WASTEWATER:** Same information as required under Section XII.A.5. above. **WATER:** Same information as required under Section XII.A.5. above.
- ☐ 6. Two (2) copies of a detailed 8½" x 11" location map, separate from the plans.
- ☐ 7. Two (2) copies of construction easements, unless the project owner has the right of eminent domain.
- ☐ 8. DHEC's Ocean and Coastal Resource Management certification (for projects in applicable counties).
- ☐ 9. DHEC's Water Quality permit or conditions for placement in navigable waters, and other Agency approvals.
- ☐ 10. **WASTEWATER SYSTEMS:** a) A letter of acceptance from the entity providing the treatment of the wastewater that includes the specific flow and, when applicable, the specific number of lots being accepted.
b) A letter from the organization agreeing to be responsible for the O&M of the sewer system.
c) The 208 Plan certification from the appropriate Council of Governments (designated 208 areas), or from DHEC on the non-designated 208 areas.
- ☐ 11. **WATER SYSTEMS:** A letter from the local government which has potable water planning authority over the area, if applicable, in which the project is located, stating project consistency with water supply service plan for area.
- ☐ 12. Fee of \$75 for water and \$75 for sewer (\$150 if combined).

Note: The DRP entity should ensure that a copy of the final approved plans are returned to the design engineer.

XIII. Construction plans, material and construction specifications, the engineering report including supporting design data and calculations are herewith submitted and made a part of this application. I have placed my signature and seal on the engineering documents submitted, signifying that I accept responsibility for the design of this system, and that I have submitted a complete administrative package.

Engineer's Name (Printed): _____ Signature: _____

S.C. Registration Number: _____ Registered Professional Engineer

XIV. Prior to final approval, I will submit a statement certifying that construction is complete and in accordance with the approved plans and specifications, to the best of my knowledge, information and belief. This certification will be based upon periodic observations of construction and a final inspection for design compliance by me or a representative of this office who is under my supervision.

Engineer's Name (Printed): _____ Signature: _____

S.C. Registration Number: _____ Registered Professional Engineer

XV. I hereby make application for a permit to construct the project as described above. I have read this application and agree to the requirements and conditions and agree to the admission of properly authorized persons at all reasonable hours for the purpose of sampling and inspection.

Owner's Name (Printed): _____ Signature: _____

Owner's Title: _____ Date: _____

APPLICATION INSTRUCTIONS

Water/Wastewater Construction Permits

Purpose: This form must be completed as part of an application package submitted for DHEC approval of water and/or wastewater systems construction plans. *Combined Submittals:* A project may be submitted for both water and wastewater in the same package if the following is true: Project has the same applicant and same engineer, both DRP projects (with the same DRP entity for water and wastewater) or both standard submittals, and both domestic water/wastewater projects. NOTE: An industrial water and wastewater project should be submitted separately with the water being submitted to the Stormwater, Construction and Agricultural Permitting Division and the wastewater being submitted to the Water Facilities Permitting Division. Most of the requested information pertains to both water and wastewater facilities; however, a few sections are water/wastewater specific. The required items should be checked to ensure a complete administrative package has been submitted. If a complete administrative package is not submitted, the entire project may be returned.

Item by Item Instructions

- I. **Project Name:** Be specific and concise.
- II. **Project Location:** Give a general description of the location (e.g., street names) where the project is located.
- III. **Project Description:** [Water] Specify length and type of each size water line, number of fire hydrants, blowoffs, number and type of service connections, diameter and yield (if known) of well(s), size and type of tank, etc. The grid location (latitude and longitude) of all wells should be given along with the well type (I-IV). [Wastewater] Specify length and type of each size of wastewater line, number of manholes, number and design capacity of pump station(s), number and type of service connections, and size and type of wastewater treatment facility (WWTF). Outfall lines, pump stations, diffusers associated with WWTF's should be considered treatment systems and not collection systems. Also, list the type of project being proposed based on the following codes:

PROJECT CODES			
Water Project Types:			
A. Distribution Lines	E. Ground Water Systems (Test Well)	I. Vending Machines	M. Dispensing Unit
B. Distribution Lines/Pump Station	F. Ground Water Systems (Follow-up Well)	J. Chemical Feed	
C. Pump or Booster Station	G. Ground Water Systems (One-step Well)	K. Other project, not listed	
D. Storage Tanks	H. Bottled Water Systems	L. Surface Water System	
Wastewater Project Types:			
A. Gravity Sewer	F. WWTF Expansion (increase capacity)	K. Pretreatment System (expansion)	
B. Gravity Sewer & Pump Station	G. New WWTF	L. Sludge Project	
C. Pump Station and/or Force Main	H. WWTF & Sewer System		
D. Pressure Sewer (e.g., STEP)	I. Pretreatment System (new)	Y. Treatment System (needs NPDES/ND mod)	
E. WWTF Upgrade (modification)	J. Pretreatment System (upgrade)	Z. Other Project, not listed	

- IV. **Initial Owner's Information:** Owner of the construction project, their address, and business telephone number, including area code, at the time of application.
- V. **Final Owner's Information:** Owner of the construction project, their address, and business telephone number, including area code, after construction has been completed and operational approval granted by the Department.
- VI. **Entity Responsible for Operation and Maintenance of the Water and Wastewater Systems:** If different from the initial project owner specify the name, address, business telephone number, and fax number. If same as initial owner, leave blank.
- VII. **Engineering Firm's Information:** Specify the engineering firm responsible for the design of the construction project, their address, business telephone and fax numbers, including area code.
- VIII. **Project Information:** *Item A.* Is the project part of a larger phased project. *Item B.* If the project has previously been permitted and is now being revised, identify the original project name (if different), the Construction Permit Number and the permit date. *Item C.* Is the project being submitted in accordance with a DHEC Schedule of Compliance or Order. List Consent Order Number. For projects under enforcement, a copy of the application or cover letter should also be submitted to DHEC's enforcement section. *Item D:* Is the project funded by the State Revolving Fund (SRF) program. *Item E:* Indicate if the project involves water and/or wastewater lines crossing a water body (e.g., river, creek), to determine if crossing navigable waters.
- IX. **Standard Specifications:** If the design engineer, engineering firm or system has approved Standard Specs on file, check 'Yes' and give the approval date and the engineer, firm or system for which they are approved. If Standard Specs are not on file, check 'No'. **Note:** If you check 'No', then please submit three (3) sets of standard specs for approval. If you checked 'Yes' to standard specs being on file but are not being used on this project, then please submit three (3) sets of specs to be used on this project. [Wastewater] Standard specs may only be used for projects that involve gravity sewer and force mains. Separate specs must be submitted for pump stations, WWTF's. Specs approved for a specific project are not standards.
- X. **Wastewater Systems Only:**
- A. **Wastewater Type:** Please note whether the project involves strictly domestic sewage, which includes residential and commercial waste of normal strength, process (industrial) sewage or a combination of the above.
- B. **Flow:** 1. Specify the average daily design flow of the project in gallons per day (GPD). For domestic sewer projects, this flow will be based on Reg. 61-67, Appendix A. However, if the treatment system has already accounted for the flow, the flow for the project will be zero. For all other projects, the flow is determined based on the design capacity of the component(s) being installed. If the project does not generate new flow, enter zero. Calculations should be submitted to document the flow.
2. For domestic sewer projects, enter N/A. For other projects, provide the design capacity of the treatment plant to which the discharge flows in gallons per day (GPD).

C. **Effluent/Sludge Disposal Information:** If plans include only a collection and/or pretreatment system, complete 1&2. Specify name and NPDES/ND number of the WWTF treating the wastewater. Leave 3-6 blank. If plans include only a WWTF, complete 3&4 and leave 1&2 blank, unless an NPDES/ND number has been assigned. If the facility has an NPDES/ND number, then 1&2 should be completed. Specify the date of the engineering report approval and whether or not an NPDES/ND application has been submitted and date submitted. If plans include a collection system and WWTF, complete 1-4. If plans are for an effluent disposal site, complete 1-5. If plans are for sludge disposal site, complete 1-4&6.

XI. **Water Systems Only:** Indicate if the proposed project is located within city limits. Specify the name and DHEC ID number of the public water system supplying the project with water. If a new water system indicate so and include the name of the system.

XII. **Type of Submittal Package:** If the project is a Standard Submittal from the engineer, all items under Section A should be submitted. If the project is submitted under the Department's Delegated Review Program, the items listed under Section B should be submitted by the delegated entity. Application fees are noted below:

WASTEWATER APPLICATION FEES			
Sewer system (delegated review)	\$75	Treatment system < 1.0 MGD	
Sewer system (DHEC review: based on length)		➤ Modification (no expansion)	\$400
➤ 1,000 feet or less	\$100	➤ Expansion	\$550
➤ 1,001 through 9,999 feet	\$200	➤ New	\$700
➤ 10,000 feet or more [or pump station(s) included]	\$350	Treatment system ≥ 1.0 MGD	
Pretreatment system		➤ Modification (no expansion)	\$550
➤ Oil/Water Separators or Air Stripper Systems	\$200	➤ Expansion	\$800
➤ All Other Pretreatment Systems	\$600	➤ New	\$1,050
		[Note: Includes plant effluent systems and effluent distribution lines]	
DRINKING WATER APPLICATION FEES			
Distribution system (delegated review)	\$75	Supply/treatment from groundwater sources	
Distribution systems and related components		➤ Well systems (test well)	\$500
➤ 1,000 feet or less of line	\$150	➤ Well systems, (follow-up, including piping, storage)	\$500
➤ 1,001 feet to 9,999 feet	\$400	➤ Well systems (one step)	\$1,000
➤ 10,000 feet or greater	\$600	➤ Treatment systems (except for chemical feed systems)	\$500
➤ Distribution storage/pump stations	\$600	➤ Chemical feed systems	\$250
Supply/treatment from surface water sources		➤ Small water system permits	\$250
➤ New treatment plants	\$2,000	Dispensing stations/bottled water plants	\$500
➤ Expansions of existing facilities	\$1,500	General construction permit	\$1,000
➤ Plant storage, pumping and piping facilities	\$500	Permit extensions	\$50
➤ Chemical feed systems	\$250		

The Expedited Review Program (ERP) is a new voluntary program designed to streamline the permitting process by the Applicant paying an additional fee and in turn receiving an expedited review. Only for Water and Wastewater Standard Submittals handled by the Stormwater, Construction and Agricultural Permitting Division. Projects must be administratively complete to be considered. ERP fee is \$3,000 per submittal or \$5,000 for a combined submittal. ERP fee is in addition to the regular fee.

Note: Make checks payable to SC DHEC/Bureau of Finance. The application fee for combined sewer collection and treatment system is the total of both fees. Water and wastewater applications can include one check for the total of all fees.

XIII. **Design Engineer:** The professional engineer must be registered in the state of South Carolina.

XIV. **Construction Engineer:** The professional engineer must be registered in the state South Carolina and must state that he/she will certify in writing that construction of the system is complete and in accordance with the approved plans and specs.

XV. **Owner's Name:** Print owner's name and title and have owner sign and date application. "Owner" is defined as follows:

- A. **For a corporation:** by a responsible corporate officer.
- B. **For a partnership or sole proprietorship:** by a general partner or the proprietor, respectively; *or*
- C. **For a municipality, State, Federal, or other public agency or public facility:** by either a principal executive officer, major, or other duly authorized employee or ranking elected official. For purposes of this section, a principal executive officer of a Federal agency includes:
 - I. the chief executive officer of the agency, *or*
 - ii. a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator, Region IV, EPA).

DHEC Processing Procedures

Submittal Packages: An original and three (3) copies of the application submitted to DHEC (2600 Bull St., Columbia SC 29201). Only two (2) copies required for DRP submittals. Combined submittals that include a WWTF should submit six (6) copies. After permitting, the original is filed in the main project file, located in DHEC's Central Office. For Standard Submittals, a copy with the approved plans and construction permit is sent to the design engineer (for projects permitted by the Stormwater, Construction and Agricultural Permitting Division) or to the permittee (for projects permitted by the Water Facilities Permitting Division). For both Standard and DRP Submittals, a copy is sent to DHEC's EQC Regional Office. A separate application should be submitted to DHEC for each project and for WWTF's (each facility being constructed). As part of a statewide GIS program, the overall plan sheet is sent to the Department of Commerce.